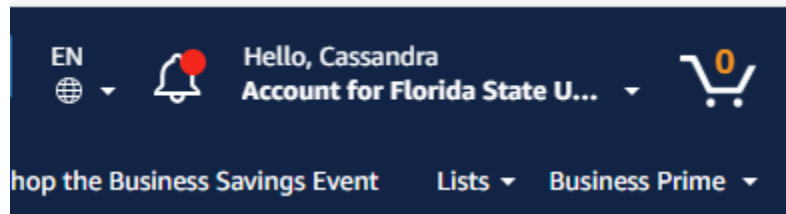


FSU Amazon Student Group Users Instructions

Steps for Ordering Items

1. Reach out to SGA Accounting for an invitation to Amazon Business.
2. Go to Amazon.com and sign on to FSU's Amazon Business Prime utilizing your FSU student ID and password.

Make sure you are logged into the FSU Business account. You can switch between FSU and personal account by hovering over "Hello, Your Name" and click on Switch Accounts. This will enable you to switch between regular Amazon and Business Amazon.



3. Search for the item(s) that you want to order.

FSU is not able to order from any foreign countries of concern. **Foreign Countries of Concern (FCOC) include:**

- The People's Republic of China (Hong Kong, Macau)
- The Russian Federation
- The Islamic Republic of Iran
- The Democratic People's Republic of Korea (North Korea)
- The Republic of Cuba
- The Venezuelan regime of Nicholas Maduro
- The Syrian Arab Republic

Scan the Sold by and Fulfilled by information on the right-hand side of the screen under the Add to Cart button. **If Sold by and Fulfilled by vendor from a FCOC, an item cannot be ordered.**

In the below example, the item is Sold by Jiangang Yang in China and Fulfilled by Amazon. The item is available via Prime and ships in less than 3 days, therefore it is allowable.

\$7⁹⁹ (\$0.01 / Foot)
 ✓prime One-Day
 FREE Returns
 FREE delivery **Tomorrow, January 30**. Order within **7 hrs 1 min**
 Shorter shipping distance
 Deliver to - Tallahassee, 32304
In Stock
 Quantity: 1
Add to cart
 Secure transaction
 Sold by Jiangang Yang and Fulfilled by Amazon.
 Return policy: 30-day refund/replacement
☐ Add a gift receipt for easy returns

Detailed Seller Information

Business Name:Jiangang Yang

Business Address:

石亭子镇治塘村12组

湖南省



祁东县

421600

CN

4. Add desired items to your Amazon cart. Once you have completed your cart, save it as a Word or pdf. This will be your quote for the purchase request.

Shopping Cart


	Price
 <p>100 Sheets Floral Wrapping Paper for Bouquet, Waterproof Flower Bouquet Paper Wrap with Butterflies, Rhinestone Pins, Ribbons and Wooden Sticks for Flower B... In Stock Organization restricted ✓prime Two-Day FREE delivery Fri, Jan 31 FREE Returns Qty: 1 Buying in bulk? Delete Save for later Share</p>	\$23.99 No better price found
 <p>Giegxin 4 Rolls 40 Yard Satin Ribbon Bulk Valentine's Day Gift Ribbon Rolls Colorful Solid Color Fabric Decor for Gift Wrapping Wedding Bouquet Easter Bab... Only 20 left in stock - order soon. Organization restricted ✓prime Two-Day FREE delivery Fri, Jan 31 FREE Returns Color: White Pink Red Rose Red Size: 3/8 Inch Qty: 1 Request quote for 999+ Delete Save for later Share</p>	\$8.99 No better price found
Subtotal (2 items): \$32.98	


Subtotal (2 items): \$32.98


☐ This order contains a gift

Proceed to checkout

Pair with your cart

- 

Fleazoo 25 Yards Red Satin Ribbon 1 1/2 inch
 ★★★★★ 400
 \$5.59
 ✓prime
Add to cart
- 

Baocuan 1-1/2 inch Wine red Satin Ribbon
 ★★★★★ 822
 \$8.99
 ✓prime
Add to cart
- 

Baocuan 1-1/2 inch Royal Blue Satin Ribbon
 ★★★★★ 822
 \$9.99
 ✓prime
Add to cart

5. Log into Nole Central. Create a purchase request and attach your Amazon cart quote, then submit to obtain Nole Central Purchasing Request (PR number).

6. Return to Amazon website. Enter your RSO Name & PR Number to check out your cart. **You must submit the cart or SGA Accounting cannot approve your order.**

The screenshot shows the Amazon Checkout page for 2 items. The page is titled "Checkout (2 items)" and has a lock icon in the top right. The main content area is divided into two sections: "1 Group" and "2 Business order information".

1 Group (Student Groups (Florida State University))

2 Business order information

Your order requires approval

- It contains restricted items. [View items \(2\)](#)
- You can place the order but please note that it may not comply with your organization buying policies. [View admin notes \(1\)](#)

RSO Name
Womens Law Symposium

PR Number
18686

Comments for approver (optional)
100 characters left

[Add an additional approver?](#)

Continue

Order Summary

Set business order information to continue checking out. You'll still have a chance to review and edit your order before it's final.

Items (2):	\$32.98
Shipping & handling:	--
Total before tax:	--
Estimated tax to be collected:	--
Order total:	--

[How are shipping costs calculated?](#)

7. Click continue. Add your RSO name to Deliver To spot, then select the shipping address. **Do not** change the address itself.

The screenshot shows the "Business Order Information" section with a "Change" link. Below it is the "Select a delivery address" section.

Business Order Information [Change](#)

PO number: No value entered
RSO Name: Federal Bar Assoc
PR Number: 20592

Select a delivery address

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To: This will be applied to only this order.

Group Student Groups addresses

- ☒ **FSU College of Law**
425 W JEFFERSON ST, TALLAHASSEE, FL, 32306, United States, Phone: 850-644-3400
[Edit address](#) | [Edit delivery preferences](#)
- ☐ **FSU College of Medicine**
1115 W CALL ST, TALLAHASSEE, FL, 32306, United States, Phone: 850-644-1855
[Edit address](#) | [Edit delivery preferences](#)
- ☐ **FSU Medical Response Unit**
960 LEARNING WAY, UNIVERSITY HEALTH SERVICES ROOM 1064, TALLAHASSEE, FL, 32306, United States, Phone: 8506446230
[Edit address](#) | [Edit delivery preferences](#)
- ☐ **FSU SGA (Laurel/Danielle/Rosalind)**
75 N WOODWARD AVE, STUDENT UNION 3RD FLOOR, STE 3260, TALLAHASSEE, FL, 32306, United States, Phone: 850-644-0078
[Edit address](#) | [Edit delivery preferences](#)

[Add a new delivery address](#)
[Deliver to multiple addresses](#)

Deliver to this address

8. Payment method should default to credit card. **Do not** select invoice.

2) Click 'Cancel selected items in this order.'

[Your Account](#) > [Your Orders](#) > [Order Summary #113-2546099-5000213](#) > [Cancel](#)

Are you sure you want to cancel this order?

Items Ordered	Price
1 of: Sailor Fountain Pen (Fine) Lecoyle Power Stone Color with converter & W zipper case(Japan Import) (Garnet) [Office Product] Condition: New Sold by: Shimanoya Japan (seller profile) - 1 item(s) Gift options: None	\$39.00 <input checked="" type="checkbox"/>

Reason for cancellation (optional):

[Cancel selected items in this order](#)

[Return to order summary](#)

3) This is what you should do to confirm cancellation of the order.

[Your Account](#) > [Your Orders](#) > [Order Details](#)

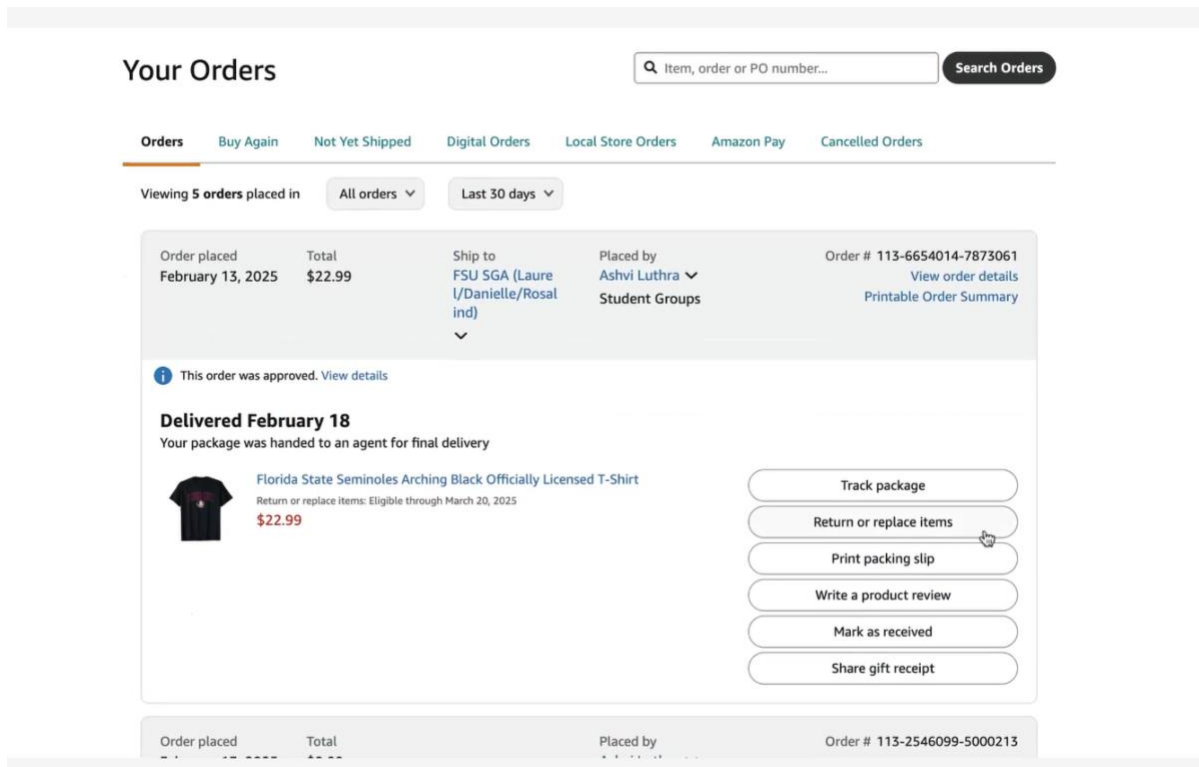
This order has been cancelled.

[Continue shopping](#)

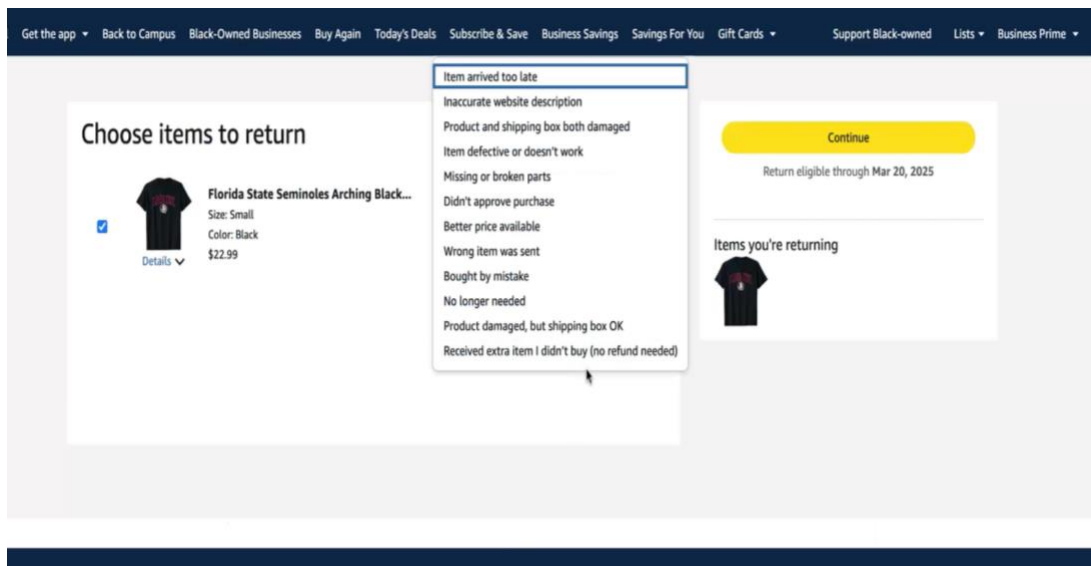
Products related to your order

Steps for Item Return and Refund


- 1) Keep original packing in which items were delivered.
- 2) Go to My order. Click Return or replace items.



3) Click Choose a response dropdown. Then select a reason for return from the list.



4) Enter required justifications. Then click Continue.



Florida State Seminoles Arching Black...
Size: Small
Color: Black
\$22.99

Why are you returning this? (required)

Selecting the most accurate reason for your return helps us gather essential feedback, that enables us to continuously improve our services and product quality.

[Learn more](#)

No longer needed

Select a detailed reason

Too small/short

Tell us more about why are you returning.

Too small


491 characters remaining.

NOTE: We aren't able to offer policy exceptions in response to comments. Do not include personal information as these comments may be shared with external service providers to identify product defects.

Continue


Return eligible through Mar 20, 2025

Items you're returning



- Select The UPS Store Dropoff option and choose FSU campus location. Then click Confirm your return.

No box or label needed return options helps us reduce packaging and to fit more items into shipments, thus reducing trucks on the road!



Whole Foods Dropoff - Open 7 Days a Week **FREE**

Staples Dropoff - In-store promotions available **FREE**

☒ **The UPS Store Dropoff** **FREE**

The UPS Store will pack, label, and ship your return for free. Just bring the item in its original manufacturer's packaging and disassemble the item (if applicable). We'll email you a QR code to ship your return. Show it to a store associate at any The UPS Store. Printer not required.

Dropoff location:

THE UPS STORE
206 S WOODWARD AVE
TALLAHASSEE, FL, 32304

[Change Location](#)

Hours:

Mon - Fri: 08:00 - 18:30
Sat: 10:00 - 15:30

UPS Dropoff — box and label needed **FREE**

UPS Pickup — box needed **\$7.99**

Confirm your return


Return by Mar 21, 2025

Refund summary

Refund subtotal	\$22.99
Shipping (The UPS Store Dropoff)	\$0.00
Total estimated refund	\$22.99

\$22.99 will be sent to your original payment method

Items you're returning



- Select Refund to your original payment method. Then click Continue

